
EXHIBIT B

DRAFT PROCEDURES AND REQUIREMENTS

Cal/EPA EJ Small Grants for 2013 Grant Cycle

The Environmental Justice (EJ) Small Grants is administered by the California Environmental Protection Agency (Cal/EPA). These Procedures and Requirements describe project and reporting requirements, report due dates, report contents, grant payment conditions, eligible and ineligible project costs, project completion and close-out procedures, records and audit requirements.

This document is incorporated by reference, and attached to, the Grant Agreement.

All documents submitted must be printed double-sided.

I. QUESTIONS

All communication regarding this grant should be directed to your Grant Manager. Visit our Cal/EPA EJ Small Grants Program webpage at <http://www.calepa.ca.gov/EnvJustice/Funding/>

II. REPORTING MILESTONES

Date	Activity
April XX, 2013	Grant Term Begins after receiving Notice to Proceed
September 18, 2013	Progress Report 1 due (covering months 1-4 of the grant term)
January 22, 2013	Progress Report 2 due (covering month 5-8 of the grant term)
April XX, 2014	Grant Term Ends
June XX, 2014	Final Report and Final Payment Request Due
<u>Important Notices:</u>	If 80% or more of the grant funding is expended before the August 19 or December 16 Progress Report is due, in lieu of these progress reports, a Progress Report or Final Report (whatever is deemed more appropriate by your Grant Manager) is also due and must be submitted with the Payment Request for the reimbursement of the 80% or more of the grant funding.
	Advances: An advance of up to \$5000 (or percentage thereof) may be requested to start work on your grant project. A grant advance must be made in writing and approved by your Cal/EPA Grant manager. The grant request must include a written detailed description of how the advanced funds will be expended.
	Failure to submit the final report and final Payment Request, with appropriate documentation, by July XX, 2014, may result in rejection of the Payment Request and/or forfeiture by the Grantee of claims for costs incurred that might otherwise have been eligible for grant funding.

III. PROGRESS REPORTS (not including Final Report)

The Progress Report should include, at a minimum, the following:

- A. The Grant number, Grantee's name, Grantee's contact information, and reporting period.
- B. A description of work completed, arranged as according to tasks and activities shown in your Work Plan. Include as an overall summary, or in each section, responses to the following questions as applicable:
 - i. What were the successes (so far) in relation to goals and objectives?
 - ii. What problems/challenges were discovered during implementation?
 - iii. How were problems/challenges (if any) resolved during this reporting period?
 - iv. What "best practices" might be shared with other areas?
- C. A brief discussion of work to be conducted during the remainder of the grant term. If necessary, discuss any adjustments to the Work Plan resulting from your process evaluation.

Your Grant Manager must give written pre-approval for any changes to the Work Plan or Budget.

IV. INELIGIBLE COSTS

Any costs not included in your approved budget, and not directly related to the approved grant project, are ineligible for reimbursement. If you have any questions regarding ineligible costs, contact your Grant Manager.

Examples of ineligible costs for funding include the following, but not limited to:

- a) Lobbying or advocacy activities relating to any federal, state, regional, or local legislative, quasi-legislative, adjudicatory, or quasi-judicial proceeding involving development or adoption of statutes, guidelines, rules, regulations, plans or any other governmental proposal, or involving decisions concerning siting, permitting, licensing, or any other governmental action.
- b) Litigation, administrative challenges, enforcement action, or any type of adjudicatory proceeding.
- c) Funding of a lawsuit against any governmental entity.
- d) Funding of a lawsuit against a business or a project owned by a business.
- e) Matching state or federal funding.
- f) Other state grant programs.
- g) Performance of any technical assessment for purposes of opposing or contradicting a technical assessment prepared by a public agency.

- h) Food, refreshments, drinks, any alcoholic beverages.
- i) Indirect or overhead costs that exceed 50% of the grant funds reimbursed.
- j) Profit or mark-up by the Grantee.
- k) Out-of-State travel.
- l) Overtime costs/compensated time off (except for when law or labor contract requires overtime compensation).
- m) Cell phones, pagers, cameras, personal digital assistants, and other similar electronic devices.
- n) Travel expenditures that exceed the State rate (for hotel and meal rates, see <http://www.calhr.ca.gov/employees/Pages/travel-reimbursements.aspx>).
- o) Any pre-paid expenditures for future goods or services delivered beyond the end of the grant term.
- p) Fines or penalties due to violation of federal, state or local laws, ordinances, or regulations.
- q) Expenses for audits of the Grantee's entire organization, or portions thereof that include a review of one of the Cal/EPA Environmental Justice Small Grants cycles.
- r) Costs deemed by the Cal/EPA Grant Manager to be unreasonable or not related to the purpose of the grant.
- s) Other work deemed ineligible by Cal/EPA, consistent with state law.

V. PAYMENT REQUESTS

The Grant Manager shall authorize payment upon approval of a complete and accurate Payment Request and, where applicable, approval of all required reports.

Forms for a Payment Request

All forms can be downloaded from the Cal/EPA's EJ Small Grants Program website (<http://www.calepa.ca.gov/EnvJustice/Funding/>) or contact your Cal/EPA Grant Manager.

Required Documents and Format for Payment Request

A complete Payment Request must include the following items in the order listed.

1. **Grant Payment Request Form** (Cal/EPA Form 220) – This form **must be** signed by the individual authorized by the grant agreement (Signature Authority designated and authorized in the original application). Please remember to type or print the individual's name and title below the signature.
2. **Expenditure Itemization Summary** - All expenditures must be itemized (An expenditure itemization summary looks much like a detailed budget on all expenses that the Grantee would like to have reimburse with Grant

funding. Make sure everything adds up correctly and coincides with supporting documentation totals, if applicable).

- 3. Supporting Documentation** – Appropriate documentation **must be** submitted with the payment request and copies of submitted documentation should be maintained and kept for all grant expenditures. Documentation should be retained for a minimum of three years after the close of the Grant Term for audit purposes, or for a longer period of time if warranted to resolve any issues with this Grant (see Audit/Records Access in Terms and Conditions, Exhibit A) Types of acceptable documentation include:
- a. Invoices.** Invoices must include the name of the vendor, vendor's telephone number and address, description of goods or services purchased, amount due, and date. (Remember food and beverages relating to meetings, events, gatherings are ineligible costs.).
 - b. Receipts.** Receipts should include the same information as invoices (see above).
 - c. Purchase orders with proof of payment.** Purchase orders should include the same information as invoices and receipts, and must be accompanied by proof of payment (e.g., copies of cancelled checks).
 - d. Personnel Expenditure Summary.** Document personnel expenditures based on actual time spent on grant related activities. The name, title, rate, personnel rate totals of the staff being paid under the grant, and the name, title and original signature of personnel supervisor or authorized signature authority identified on original grant application can be used for supervisory signature and title **must be** included on the personnel expenditure summary submitted.
 - e. Travel Expense Summary.** Document costs related to travel and include supporting documentation (Remember food and beverages relating to meetings, events, gatherings are ineligible costs.).

Basic Travel Policies

- Limit attendance at conferences and meetings to those directly concerned with the topic.
- Use the most economical method of transportation. Consider the time you will be away from the office and the direct cost of the methods that may be used.
- Avoid back-tracking and duplicate travel whenever possible.

VI. FINAL REPORT

The Final Report summarizes the **entire** grant term (from April XX, 2013, through April XX, 2014), and **must include the following**:

A. The Grant number, Grantee's name, Grantee's contact information, and Grant Term.

B. The following disclaimer statement:

"The statements and conclusions of this report are those of the Grantee and not necessarily those of the California Environmental Protection Agency, its employees, or the State of California. The State makes no warranty, express or implied, and assumes no liability for the information contained in the succeeding text."

C. Description of activities that were undertaken, continued, and completed during the reporting period. Activities must be arranged by the categories shown in your approved Work Plan.

D. Summary of results, as applicable to your Work Plan, which includes completing the following questions.

Evaluation Of Program Outcome During The Grant Term:

Among any related information, **responses to the following questions must be included within the Final Report.**

- i. What are the methods used to evaluate project effectiveness to address EJ?
- ii. What were the successes in relation to goals and objectives?
- iii. Did this project build upon "best practices" or previous projects from other areas? If yes, which ones and what changed in the design of your project?
- iv. What problems/challenges emerged during implementation? How did you resolve them?
- v. What would you do differently if you had the project to design all over again?
- vi. What "best practices" might be shared with other areas?

VII. WHERE TO SEND GRANT CORRESPONDENCE (e.g., Reports, Payment Requests, etc.)

Send your Reports, Payment Requests, and all other written correspondence to your Grant Manager's attention at:

California Environmental Protection Agency
Office of the Secretary
Environmental Justice Grants Program
Attn: Malinda Dumisani, Cal/EPA Grants Program Manager (25th Floor)
PO Box 2815
Sacramento, CA 95812

VIII. SERVICES RENDERED

Goods and services must be paid for and received within the period from the beginning to the end of the term of the Grant Agreement.

IX. EXCEPTIONS AND AUDIT CONSIDERATIONS

Exceptions to the provisions of the Grant Agreement may be considered on a case-by-case basis.

Requests must be submitted in writing, and pre-approved in writing, by your Grant Manager. The Grantee is responsible for retaining documentation of any exceptions to the Grant Agreement for audit purposes.

This Grant is subject to audit for at least three years after the close of the Grant Term, or for a longer period of time if warranted to resolve any issues with this Grant. Documentation and a clear audit trail are essential to grant management.